Name of Policy: Physical Security Policy

RESPONSIBLE COMMITTEE: Domestic Committee

RESPONSIBLE OFFICER: Domestic Bursar

LINKED DOCUMENTS: College: Information Security Policy; IT Policy; Health and Safety Policy; Procedure to Report Security Issues; Social Media Policy.

LINKED DOCUMENTS: Other: n/a

Annual Review date: First meeting of Hilary Term

POLICY HISTORY

Date of GB approval	Brief summary of changes	Confirmation that linked documents have updated if necessary	College policy register updated
June 2016	Generation of policy	na	Yes (Sandra Campbell)
March 2017	Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)

Last revised: March 2018
Security Policy

PURPOSE OF POLICY

1. The purpose of the policy is to define the way in which all aspects of security will be managed across the College.

POLICY

2. The College is committed to maintaining an open yet secure environment where the security of all its students, Fellows, staff and visitors is balanced with the rights and academic freedom of individuals. It expects all members of the College community to assume their individual and collective responsibilities to make the College a place that is free of crime, fear and disorder, and to provide a friendly and open environment that fosters learning.

3. The College is responsible for security with respect to the use of its premises.

4. The General Purposes Committee is responsible for overseeing the management of the security risks to the College's students, Fellows, staff and visitors, its infrastructure and its information, in a way that is proportionate to the threats while supporting the College's activities.

5. All Fellows, students, staff and visitors are responsible for familiarizing themselves with, and complying with, the College's policies on issues relating to their own security, in particular any aspects that have a direct bearing upon their activities. Fellows, students, staff and visitors must at all times work with due regard to the security of themselves and others, including other Fellows, students, staff and visitors.

6. The Lodge Manager, Deputy Lodge Manager and Porters, in conjunction with the Estates Department, are responsible for the day-to-day security of College premises.

7. All existing College buildings and property will have appropriate and proportionate physical security controls in place. This may include:

    - exterior (e.g. secured perimeter and grounds, fences and barriers, lighting, intruder detection systems and CCTV)
    - entrance (e.g. security rated doors, windows and gates, appropriate access control systems, reception areas)
    - administrative (e.g. use of University Card for identification purposes and procedures for issuing keys and/or tags for controlled access to College buildings)
    - interior property (e.g. monitoring and detection systems, asset inventories).

8. All Fellows, students, staff and visitors will be made aware of local security arrangements and emergency procedures.

9. The arrangements and reporting procedures above will be detailed in the student and staff handbooks and a copy held within the Porters Lodge. Information for reporting individuals at risk of radicalization will be described in a separate policy and referred to in the handbooks.

Last revised: March 2018
Security Policy